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PAYMENT SERVICES USER MANUAL

THE STATUS SCREEN: FINDING AND OPENING INVOICES

INTRODUCTION

The Status screen allows you to see invoices that have been entered for your agency, sort the list of invoices, find invoices based on search criteria to help locate a particular invoice, and view the status of invoices.

Once an invoice is found, it can be selected to open in the **Invoice**, **Distribute**, or **Approval** screens to finish invoice data entry or for authorization, cost distribution, or approval, depending on its status and depending on your role and permissions granted by your Payment Services administrator.

STATUS SCREEN DEFAULT VIEW

There are two parts of the Status screen:

- A search criteria area with various fields that you can select or enter information into and then click **Find** to find particular invoice.
- A list of invoices. By default the list is sorted by vendor name, alphabetically, and invoices with a payment date older than the current date are highlighted in red.

Figure 1 - Status

The screenshot displays the 'Status' screen interface. At the top, there are tabs for 'Status', 'Invoice', 'Distribute', 'Approval', 'Multi Proc', and 'Reports'. The 'Status' tab is active. Below the tabs is a 'Search Criteria' section with the following fields: 'Invoice Date' (calendar icon), 'Invoice #' (text input), 'Status' (dropdown menu), 'Payment Date Range' (dropdown menu set to 'Next 30 Days' with dates '10/29/2006' to '12/28/2006'), 'Vendor Name' (text input), 'Vendor Business' (text input), 'Acct' (text input), 'Doc' (text input), 'PO#' (text input), and 'Group' (dropdown menu). A 'Find' button is at the bottom left of the search section, and a 'Reset' button is at the bottom right. Below the search section is an 'Invoice List' table with columns: 'Atch', 'Vendor Name', 'Invoice #', 'Total Amount', 'Invoice Date', 'Payment Date', and 'Status'. The table contains seven rows of invoice data. The first row is for 'BUCKS BAGS INC' with invoice # 'yz123'. The second row is for 'CAFE OLE' with invoice # '23'. The third row is for 'cafe ole' with invoice # '23abc'. The fourth row is for 'cafe ole' with invoice # '123abctest'. The fifth row is for 'CAFE OLE' with invoice # 'JIM4592'. The sixth row is for 'CAFE OLE' with invoice # 'TESTDAVE10'. The seventh row is for 'CINGULAR WIRELESS' with invoice # 'patti t'. The 'Payment Date' column shows dates in red text, indicating they are older than the current date. The 'Status' column shows various statuses like 'Awaiting Approval 2', 'Awaiting Approval 3', 'Awaiting Cost Distribution', 'Cost Distribution in Progress', 'Awaiting Approval 4', and 'Awaiting Cost Distribution'.

Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Approve	BUCKS BAGS INC	yz123	\$52.77	10/01/2006	11/01/2006	Awaiting Approval 2
Approve	CAFE OLE	23	\$1,026.00	06/30/2006	07/01/2006	Awaiting Approval 3
Edit	cafe ole	23abc	\$1,026.00	06/30/2006	07/01/2006	Awaiting Cost Distribution
Edit	cafe ole	123abctest	\$1,026.00	06/30/2006	07/01/2006	Awaiting Cost Distribution
Edit	CAFE OLE	JIM4592	\$163.37	06/01/2006	08/30/2006	Cost Distribution in Progress
Approve	CAFE OLE	TESTDAVE10	\$267.99	06/01/2006	08/30/2006	Awaiting Approval 4
Edit	CINGULAR WIRELESS	patti t	\$10,023.00	10/18/2006	10/18/2006	Awaiting Cost Distribution

SORTING THE INVOICE LIST

Click any of the column headers of the invoice list to sort the list in ascending or descending order. Click the same column header again to sort in reverse order. For example, click **Invoice #** to sort the list by invoice numbers or click **Total Amount** to sort the list by the amounts.

Figure 2 - Column headers

	Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Select		GOODING FAMILY PHYSICIANS	1225	\$900.00	06/26/2006	08/14/2006	Awaiting Authorization
Edit		GOODING FAMILY PHYSICIANS	1225	\$900.00	06/26/2006	09/14/2006	Awaiting Cost Distribution
Approve		CAFE OLE		\$1,026.00	06/30/2006	07/01/2006	Awaiting Approval 3
Edit		FAMILY PHYSICIANS		\$750.00	10/01/2006	10/31/2006	Awaiting Authorization
Edit		cafe ole	123abc	\$1,026.00	06/30/2006	07/01/2006	Awaiting Cost Distribution

FINDING INVOICES

The default view of the Status screen includes invoices that are past due and invoices with the **Payment Date Range** set for “Next 30 Days”.

To find and display other invoices:

1. Select or enter search criteria (**Invoice Date**, **Status**, **Vendor Name**, etc.).
2. Click **Find**.
 - Use *any* of the following criteria to show *only* invoices with those criteria (no past due invoices): **Invoice #**, **Status**, **Vendor Name**, **Vendor Business**, **Acct**, **Doc**, **PO#**, or **Group**.
 - Use *only* the following criteria to show invoices with the specified date or date range *as well as* show the past due invoices: **Invoice Date**, **Payment Date**, and **Payment Date Range**.

Figure 3 – Search criteria

Status	Invoice	Attachments	Distribute	Approval	Multi Proc	Reports
Invoice Date: <input type="text"/> <input type="calendar"/> Payment Date: <input type="text"/> <input type="calendar"/> Invoice #: <input type="text"/> Status: <input type="text" value="Scheduled Payment"/>						
Payment Date Range : <input type="text" value="Next 30 Days"/> <input type="calendar"/> 05/07/2006 to 07/06/2006						
Vendor Name: <input type="text"/> Vendor Business: <input type="text"/>						
Acct: <input type="text"/> Doc: <input type="text"/> PO#: <input type="text"/> Group: <input type="text"/>						
<input type="button" value="Find"/> <input type="button" value="Reset"/>						

For example:

1. Select “Awaiting Approval 2” from the **Status** menu
2. Type “Costco” in the **Vendor Name** field
3. Click **Find**.

The invoice list should display only those invoices from Costco that need to be approved by an approver level 2.

SELECTING AND OPENING AN INVOICE

Once you have located an invoice, click the link next to it to open the invoice in its related screen.

Figure 2 – Links to open an invoice

	Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Select		GOODING FAMILY PHYSICIANS	1225	\$900.00	06/26/2006	08/14/2006	Awaiting Authorization
Edit		GOODING FAMILY PHYSICIANS	12252	\$900.00	06/26/2006	09/14/2006	Awaiting Cost Distribution
Approve		CAFE OLE	123	\$1,026.00	06/30/2006	07/01/2006	Awaiting Approval 3
Edit		FAMILY PHYSICIANS	123	\$750.00	10/01/2006	10/31/2006	Awaiting Authorization
Edit		cafe ole	123abc	\$1,026.00	06/30/2006	07/01/2006	Awaiting Cost Distribution

For example:

- **Select** - an invoice needs to be completed and/or authorized. Will open the invoice in the **Invoice** screen.
- **Edit** - an invoice needs cost distribution and/or fiscal coding. Will open the invoice in the **Distribute** screen.
- **Approve** - an invoice needs to be approved (according to your agency's approval process). You may also see this for invoices that have been released for payment. Will open the invoice in the **Approval** screen.

VIEWING SCANNED ATTACHMENTS

1. Click on the document icon in the **Atch** column. The **Attachments** screen will open.

Figure 3 - Scanned attachments icon

	Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Select		GOODING FAMILY PHYSICIANS	1225	\$900.00	06/26/2006	08/14/2006	Awaiting Authorization
Edit		GOODING FAMILY PHYSICIANS	12252	\$900.00	06/26/2006	09/14/2006	Awaiting Cost Distribution
Approve		CAFE OLE	123	\$1,026.00	06/30/2006	07/01/2006	Awaiting Approval 3
Edit		FAMILY PHYSICIANS	123	\$750.00	10/01/2006	10/31/2006	Awaiting Authorization
Edit		cafe ole	123abc	\$1,026.00	06/30/2006	07/01/2006	Awaiting Cost Distribution

2. Click **View** to view the attached document.

Figure 4 - View scanned documents

Attached Documents		
Documents Title	Size	Action
generic-invoice	22K	View

Add Documents